CHANGING THE COMBINATION ON THE CHANGING INDEX

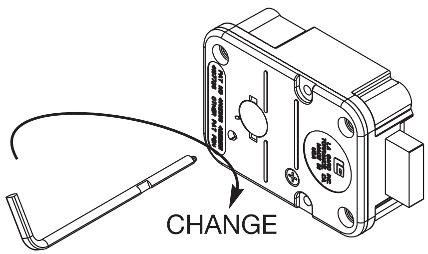
To change the combination, you will need the existing combination and a LA GARD Group 2M Change Key (P/N 1307). When selecting a combination choose a three number sequence from 0 - 99. For security purposes LA GARD recommends that you never select a combination from personal data (birthday, phone number, etc.) **Never select a number from 0 to 20 (the forbidden zone) as the last number of the combination.**

To change the combination, you must first open the safe door by dialing the existing combination on the OPENING INDEX. Before changing combinations, verify that the dial stops between 90 and 0 on the OPENING Index when the lock bolt is fully retracted. **NEVER REMOVE THE LOCK COVER.**

① Next dial the existing combination, as previously described, on the CHANGING Index, but STOP the dial on the third number of the combination.

② Insert the Change Key into the key hole. If the Change Key does not go in easily, the wheels are not aligned for changing. Redial the existing combination on the CHANGING Index.

③ Turn the Change Key to the RIGHT until it stops (approximately one-quarter turn). Leave the key in the lock. Select a new combination, such as 44-61-96.



④ Still using the CHANGING INDEX, turn the dial to the LEFT and pass 44 three times and stop exactly on 44 the fourth time the number aligns at the CHANGING Index.

⑤ Turn the dial to the RIGHT and pass 61 two times and stop exactly on 61 the third time the number aligns at the CHANGING Index.

⑥ Turn the dial LEFT and pass 96 once and stop exactly on 96 the second time the number aligns at the Changing Index. Leave the dial on 96.

⑦ Hold the dial steady, turn the Change Key to the LEFT until it stops (approximately one-quarter turn counterclockwise) and REMOVE the key.

Test the new combination by dialing it to the OPENING Index several times. When testing you must make the final turn to the stopping point (90 - 0) to be certain the bolt retracts.

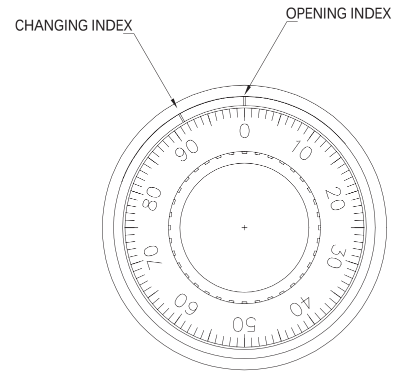
CAUTION: After changing the combination always dial the new combination and retract the combination lock bolt several times before shutting and locking the vault or safe door.

Please Note: When locking your safe always turn the safe handle, if present, to its fully locked (bolts extended) position before turning the dial to extend the lock bolt. If you notice any resistance DO NOT force the dial to turn. Do not turn the safe handle to the locked position with the safe door open as this may damage the safe.

MECHANICAL

3370 GROUP 2M LOCK

OPERATING AND CHANGING INSTRUCTIONS



OPENING THE SAFE USING THE OPENING INDEX

Always turn the dial slowly and carefully. If you turn past a number in the combination while dialing, DO NOT turn the dial backwards. You must re-dial the entire combination. If the safe comes with a factory-set combination on 50, turn the dial to the LEFT (counterclockwise) four complete turns stopping with 50 lined-up on the OPENING Index on the fourth turn. Turn RIGHT until the dial stops. The combination lock bolt will retract and the safe may be opened.

NOTE: If you dial past the number where you were supposed to stop, you cannot reverse the dial to correct. The opening procedure must be repeated from the beginning.

To open a safe with a previously set three number combination, i.e., 11-36-22:

① Turn the dial to the LEFT (Counterclockwise) at least four complete rotations to clear the lock to accept the combination. Never spin the dial to clear.

② Using the OPENING Index, turn the dial LEFT and pass the first number of the combination, 11, three times and stop exactly on 11 the fourth time.

③ Turn the dial to the RIGHT (Clockwise) and pass 36 two times and stop exactly on 36 the third time.

④ Turn the dial LEFT and pass 22 once and stop exactly on 22 the second time.

⑤ Turn the dial to the RIGHT. When the lock is open, the dial will stop between 90 and 0.

To lock the combination lock, turn the dial four complete rotations to the LEFT.

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